

EMERSON PARK ACADEMY

3. HIRERS BOOKING FORM

The hirer must have already completed a HIRERS APPLICATION FORM before completing this BOOKING FORM.

This form must be completed by all applicants wishing to hire any facility at the Academy.

Name of Organisation/Hirer _____

Facility required: _____

Purpose of Hire: _____

For a single hire

Date of Hire: ____ / ____ / ____ from ____ am/pm to ____ am/pm

OR, if this request is for a block or multiple dates, please state first and last date of hire:

First Date ____ / ____ / ____ Last Date ____ / ____ / ____

If any date falls on the day of a school holiday, do you still wish to book that date? Y / N
Dates falling on a Bank Holiday will not be included.

Please indicate the times on the days required:

Monday From ____ am/pm to ____ am/pm

Tuesday From ____ am/pm to ____ am/pm

Wednesday From ____ am/pm to ____ am/pm

Thursday From ____ am/pm to ____ am/pm

Friday From ____ am/pm to ____ am/pm

Saturday From ____ am/pm to ____ am/pm

Sunday From ____ am/pm to ____ am/pm

I have read, understood and agree to abide by the Academy's terms and conditions of letting. In making this request for hire on behalf of an organisation, I confirm that I have the authority to do so on behalf of that organisation.

Signed _____ Date _____

Name _____

Position _____

If signing on behalf of the organisation

For Academy Use Only	
BPRO Date	
Booking Ref	
Invoiced	
Payment	